

**SECRET**

TYPES OF COMPONENT RECORDS IN STORAGE  
 Net Changes In Volume -- Cubic Feet  
 (1 July 1968 versus 1 April 1969)

<u>DEPOSITING AREA</u>	<u>INACTIVE OFFICE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUPPLEMENTAL DISTRIBUTION</u>	<u>TOTALS</u>	<u>DATES</u>
DCI	1,388	123	133	1,644	July '68
	1,670	63	115	1,848	April '69
Net Change	+ 282	- 60	- 18	+ 204	
DDI	17,340	7,622	19,168	44,130	July '68
	15,051	7,729	19,463	42,243	April '69
Net Change	- 2,289	+ 107	+ 295	- 1,887	
DDP	22,687	698	102	23,487	July '68
	23,032	693	113	23,838	April '69
Net Change	+ 345	- 5	+ 11	+ 351	
DDS	22,131	275	241	22,647	July '68
	21,618	294	315	22,227	April '69
Net Change	- 513	+ 19	+ 74	- 420	
DDS&T	3,220	80	2,117	5,417	July '68
	2,888	358	418	3,664	April '69
Net Change	- 332	+ 278	- 1,699	- 1,753	
ARCHIVES	7,048			7,048	July '68
	8,239			8,239	April '69
Net Change	+ 1,191			+ 1,191	
TOTAL	73,814	8,798	21,761	104,373	July '68
	72,498	9,137	20,424	102,059	April '69
Net Change	- 1,316	+ 339	- 1,337	- 2,314	

TAB A

**SECRET**

TAB B

MICROFILMING PRODUCTION

In order to microfilm 12,000 cu. ft. of files and produce 12,000 reels of film per year (250 workdays) requires either A or B below:

PROPOSAL A: 32 Flat-Bed Cameras---

Personnel

32 Camera Operators  
11 Paper processors (1 to support 3 cameramen)  
1 Film processor for PSD  
3 Supervisors (2 are working Supervisors)

47 Positions

Production

3,000 images per day per Flat-bed camera ( $1\frac{1}{2}$  reels a day)  
(1 reel equals 1 cu. ft. of paper--2,000 papers in a cu.ft. of files)  
(Flat-bed cameras are used for a quality product from mixed documents of various colors and conditions.)

PROPOSAL B: 16 Flat-Bed and 8 Rotar Cameras

(Half) Personnel

12 24 Camera Operators  
7 13 Paper processors to support cameras  
1 (more support ~~in~~ B--less cameras; faster operation--more paper)  
1 1 Film Developer for PSD  
2 3 Supervisors (2 are working Supervisor)  
22 41 Positions

Production

6,000 images per day per rotary camera  
(Rotary cameras are used for uniform material of marginal value.)

PROPOSAL C: Archives Filming [REDACTED]

25X1A

The high-quality filming of 1,500 cu. ft. per year [REDACTED] requires:

4 Flat-Bed cameras ( $1\frac{1}{2}$  reels a day x 4 x 250 = 1,500),  
1 Paper processor, indexer, and reviewer.  
1 Working Supervisor.  
6 Positions

25X1A

TAB C

(M.P.) MICROFILMING PLANNING FORMULAE  
(all in cubic feet)

$$V = B + A - (D + T)$$

$$PV = B + Y(A) - Y(D + T)$$

$$M = PV - C$$

$$MP = \frac{PV - C}{Y}$$

- V -- Volume of records at the end of the period  
 B -- Base volume of records on hand at the start of the period  
 A -- New Accessions anticipated during the period  
 D -- Disposal volume anticipated during the period  
 T -- Transferred Out volume anticipated during the period
- PV -- Projected Volume or records expected at end of period  
 Y -- Years being projected in the planning period
- M -- Microfilming volume necessary for the period  
 PV -- Projected Volume of records expected at the end of the period  
 C -- Capacity of the Records Center at the end of the period
- MP -- Annual Microfilming Planning volume necessary  
 Y -- Years being projected in the planning period

EXAMPLE:

- B - 95,000 -- Volume on hand July 1969 (est). Start of Planning Period.  
 Y - 6 -- Six Year Plan and Projection  
 A - 15,500 -- Average Annual Accession Volume for past 10 years.  
 D+T - 8,500 -- Average Annual Disposal and Transfers of past 10 years.  
 C - 106,800 -- Records Center Capacity without new shelving.

$$PV = B + Y(A) - Y(D + T) \quad 137,000 = 95,000 + 6(15,500) - 6(8,500)$$

$$MP = \frac{PV - C}{Y} \quad 5,200 = 137,000 - 106,800 \div 6$$